



# Job Opportunity

## State Controller's Office

**Position:** Office Assistant (General)

Statewide

**Location:** Personnel/Payroll Services Division  
300 Capitol Mall, Suite 907, Sacramento, CA 95814

**Issue Date:** August 18, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Donna Collins, (916) 322-8141

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-220-1441-710

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the Supervision of an Offices Services Supervisor II, the incumbent will be responsible both individually and as part of a team for providing support to Personnel/Payroll Operations Branch technical units.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

Specific duties will include, but not be limited to the following:

- Sort and distribute incoming mail.
- Perform preliminary review of incoming personnel documents and issue reference numbers.
- Sort computer generated reports and personnel/payroll error notifications and route to various agencies and universities.
- Burst, sort, and stuff computer generated messages in batch folders.
- Collect, sort, and file payroll batch folders, prepare batch folders for storage at State Records Center.
- Perform receptionist duties on a rotating basis.
- Collect and box confidential materials for destruction.

### Desirable Qualifications:

- Ability to work independently with minimal supervision;
- Punctual and dependable;
- Flexible, adjusts to priority changes, capable of meeting daily deadlines; and,
- Ability to follow directions.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5878

Attn: Donna Collins